

## Course Outline

### ***Microsoft Office 365: SharePoint Online Site Owner***

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**Days:** 1

**Prerequisites:**

To ensure your success in this course, you will need basic SharePoint site user skills such as the ability to access and use lists, libraries, and documents on a typical SharePoint team site.

**Overview:**

Microsoft® SharePoint® 2016 is a platform specifically designed to facilitate collaboration, as such, SharePoint has many distinct features that must be enabled and configured, and many content structures that can be selected, added, and configured. In this course, you will learn how to create, configure, and manage a SharePoint team site so that your team or organization can share information and collaborate effectively.

**Course Objectives:**

Upon successful completion of this course, you will be able to create a SharePoint team site and perform basic content management tasks on a single SharePoint site. You will:

- Create and configure new sites.
- Add and configure document libraries.
- Add and configure lists.
- Create custom lists and forms.
- Assign permissions and access rights.
- Extend SharePoint functionality with web parts

**Course Content:**

**Unit 1: Creating and Configuring a New Site**

- Create a New Site
- Configure the Look and Feel of Your Site

**Unit 2: Adding and Configuring Libraries**

- Configure a Document Library
- Configure Document Versioning and Check Out
- Configure a Content Approval Process

**Unit 3: Adding and Configuring Lists**

- Add and Configure an Announcements List
- Add and Configure a Tasks List
- Create, Configure, and Integrate Contacts and Calendars

**Unit 4: Creating Custom Lists and Forms**

- Create and Configure Custom Lists
- Create Custom List Forms

**Unit 5: Assigning Permissions and Access Rights**

- Share Sites and Set Site Permissions
- Secure Lists, Libraries, and Documents

**Unit 6: Extending SharePoint Functionality with Web Parts**

- Add and Configure Included Web Parts
- Add and Configure External Web Parts